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ABSTRACT

WISE is an on-line interactive information retrieval system designed to operate on keyword oriented data bases. The system was designed particularly with bibliographic data bases in mind, but it is potentially useful for any keyword oriented data base. The WISE user searches a data base by entering and combining keywords that are appropriate to the data base and subject area of interest. The program which searches for entries in a data base is called SEARCH. This document dealing with the SEARCH program is intended to serve both as a tutorial guide for beginning users, and as a reference manual for the more experienced user. Specific chapters focus on: (1) procedures for establishing communication (4)obtaining abstracts; (5) creating and using temporary and permanent profiles; (6) miscellaneous commands; and (7) the "help" mode. Appendices include a summary reference guide, sample abstract citation, procedures for obtaining nonstandard abstracts, AIM/ARM availability, and "tricks of the trade." As of September 1977, the RIE, CIJE, and AIM/ARM data bases were available for searching. This is an update of the January, 1976 reference manual. (Author/JPF)

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WISE

search program

Reference Manual for the 1110

September, 1977

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Nathan Relles

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

THIS MANUAL SUPERCEDES THE WISE SEARCH PROGRAM REFERENCE MANUAL OF JANUARY, 1976

IR005603

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1. Introduction

WISE is an on-line interactive information retrieval system designed to operate on keyword oriented databases. The system was designed particularly with bibliographic databases in mind, but it is potentially useful for any keyword oriented database. The WISE user searches a database by entering and combining keywords that are appropriate to the database and subject area of interest. The user also enters certain command statements to refine and enhance the results of the search, and to control the generation of output. In addition, certain features of WISE make it convenient for SDI (Selective Dissemination of Information) applications.

The program which searches for entries in a database is called SEARCH. It is intended primarily for interactive use, that is, from a remote terminal such as a teletypewriter or cathode ray tube (CRT). However, an experienced user of the 1110 operating system may perform searches non-interactively (in batch mode) if proper caution is exercised. The SEARCH program is designed for users with little or no prior experience with the UNIVAC 1110, or computers in general. This document deals with the SEARCH program, and is intended to serve both as a tutorial guide for beginning users, and as a reference manual for the more experienced user.

2. Getting Started

2.1 Establishing Communication

This section describes the procedure for establishing communication with the computer. Users familiar with this procedure may skip this section, and continue reading at section 2.2. The procedures for signing on and establishing communication vary with the characteristics of your terminal, project number, password, etc.. A complete description of sign-on procedures may be found in the MACC Timesharing Guide, Chapter 3. The most generally applicable procedures are summarized below.

Your Action	Possible System Response	Your Next Step
1. Turn terminal on, dial (608) 263-1188 *see note 1 below	beeeeep	put phone on coupler, continue at Step 2.
	busy signal or no answer	computer unavailable; wait and try again later
2. Enter UWTT or UWLG *must be upper case *no carriage return *see note 2 below	MACC 33.14 TTY U01234	Continue with Step 3
	no response	Press carriage return. If still no response, hang up and try again at step 1.
	DATA IGNORED - IN CONTROL MODE	Enter @FIN, wait for *TERMINAL INACTIVE* and continue with Step 3.
	anything else	Hang up, try again later beginning at Step 1.
3. Enter @RUN name,proj,user,dollar,pages *see note 3 below	RUNID:Y01234 DATE ... PASSWORD PLEASE ■■■■■■	Continue with Step 4.
	RUN ALREADY ACTIVE or some error in RUN statement	Enter @FIN, wait for *TERMINAL INACTIVE* then repeat Step 3.
4. Enter your password *see note 4 below	CONTINUE	Continue with Step 5.
	PASSWORD PLEASE ■■■■■■	Repeat Step 4.
5. Enter @NEW*WISE.SEARCH database *see note 5 below	SEARCH VERSION X.X ... TO OBTAIN INFORMATION ... TO OBTAIN NEWS ... ACTION :	Continue with Step 6.
	FILE ERROR	Repeat Step 5.
	anything else	call a consultant
6. You may now conduct searches in the selected database, and enter the SEARCH commands described in this manual. Remember the following general rules: * each line you enter is not processed until you press the carriage return * to correct a character, use the backspace key or CONTROL-H * to cancel an entire line, enter CONTROL-X * enter a semicolon at the end of a line when your SEARCH formula or SEARCH command continues on the next line * to interrupt long or unwanted output, press the BREAK key, then enter @@SKIP n to skip n lines, or @@* Q to terminate printing When you are finished with your searches in this database, enter /QUIT. If you want to search another database, repeat step 5 with the name of the new database. You don't have to repeat steps 1 - 4. When you have finished searching all desired databases, go to step 7.		
7. Enter @FIN	cost of run, etc. *TERMINAL INACTIVE*	Hang up phone, turn terminal off.

Note 1. If you are using a hardwired terminal at MACC, just begin at step 2. Telenet users must use a different phone number and procedure for this step, and then continue with step 2.

Note 2. UWLG works best for most terminals. If you are using an older model teletype, or if some of your printout is garbled, you may have to use UWTT.

Note 3. name is any string of characters without embedded blanks. This field is ignored. At least one blank must be entered between @RUN and the name field.

proj is your project number

user is your user number

dollar is the dollar limit of your run. It is recommended that you use a $20.00 limit.

page is the page limit of your run. 100 pages is recommended.

If either your dollar limit or page limit is exceeded during searching, the run will be terminated. The following is an example of a legitimate RUN statement:

```
@RUN  WISE,6789,3999999991,$20.00,100
```

When you find out your project number and user number, you may want to fill in your complete RUN statement in the summary table on the preceding page, or in Appendix A.

Note 4. The first time you sign in, you may enter as your personal and private password any string of six (6) characters or less. This password must be entered in all succeeding sessions. To change your password, see the MACC Timesharing Guide.

Note 5. database is the name of the database you wish to search. Any number of blanks may be entered between 'SEARCH' and the database name. An example of a proper search request is

```
@NEW*WISE.SEARCH  RIE
```

2.2 Using SEARCH

The SEARCH program is initiated by entering

@NEW*WISE.SEARCH database

where database is the name of the database you wish to search. As of this writing, you may use the following database names:

RIE — to access the Resources in Education database

CIJE — to access the Current Index to Journals in Education database

AIM — to access the AIM/ARM database. This database is not always available. Refer to Appendix E.

There are two modes of operation available while you are searching: ACTION mode and HELP mode. The system starts in ACTION mode. In ACTION mode, you can enter 1) keywords, 2) special functions, 3) Boolean expressions, or 4) command statements. In general, a search session consists of your entering keywords and expressions to retrieve entries from the database. You may then enter commands to list entries, save search profiles, or request that larger or more complete listings be generated at MACC. All of these processes are requested in ACTION mode. Commands are preceded by a / in column 1, and options are available to limit or expand the function of those commands.

To obtain information about a particular command and its format, you must go into HELP mode by entering

/HELP

In HELP mode, you may obtain a listing of all available commands or the format and function of a particular command. You may also obtain information about the database, the WISE system, and recent news of general interest to WISE users. To get back to ACTION mode, depress the carriage return (enter a blank line) instead of entering a term. This is more fully described later in this document, in the description of the /HELP command.

3. Creating Sets

When searching, all you need do is enter keywords of the database. The system responds by printing a set number, and the number of citations which contain that keyword. Subsequent references to the set number refer to the set of all those citations which contain the specified keyword.

EXAMPLE 1: (User input is underlined)

@NEW*WISE.SEARCH RIE (This statement specifies that we wish to search the Resources In Education database.)

```
SEARCH - VERSION 5.0 DATE:  080177 TIME:  110000
TO OBTAIN INFORMATION ON HOW TO USE SEARCH, INPUT   /HELP
TO OBTAIN NEWS OF INTEREST TO WISE USERS, INPUT     /NEWS

ACTION

:CHEMISTRY
SET   1  1047 ENTRIES

:COMPUTERS
SET   2   401 ENTRIES

:PHYSICS
SET   3   523 ENTRIES
```

The colon preceding your input is used as a prompt character to solicit your next keyword, command, etc.. A "keyword" may actually consist of several words, such as COMPUTER ASSISTED INSTRUCTION. SEARCH will handle keywords of up to 60 characters in length.

Note, however, that a request for the keyword COMPUTER will not necessarily retrieve citations having the keyword COMPUTER ASSISTED INSTRUCTION, COMPUTER RESEARCH, and the like. In searching a database, it may be important to know what keywords were used to describe entries. Users of the ERIC databases, for example, should use the Thesaurus of ERIC Descriptors and the ERIC Identifier Usage Report in constructing their searches. Appendix G describes the searchable fields of the ERIC databases.

Keywords and Special Functions

The databases for which SEARCH is designed consist of large numbers of citations, each of which has a group of keywords associated with it. Citations also contain other fields, e.g., major emphasis of a term, source of the document, etc., which can be used for retrieval. Access to citations using these fields is accomplished through special functions. To retrieve the citations for a given special function, the user enters a statement of the form

special function=keyword

The special function is an assigned name of 1 to 6 characters corresponding to the desired field. The system response is a set number followed by the number of citations.

EXAMPLE 2:

In the RIE and CIJE databases, one special function is MAJOR (for major term). If we want to isolate the set of all citations which contain the keyword INSERVICE TEACHER EDUCATION used as a major term, we would input the following request to obtain the indicated set:

```
:MAJOR=INSERVICE TEACHER EDUCATION
SET   4    832 ENTRIES
```

The use of special functions is the only instance where extra spaces are not ignored by the SEARCH program. The special function name must immediately follow the prompt character (:), the equal sign (=) must immediately follow the special function name, and the keyword must immediately follow the equal sign with no intervening blanks.

The individual database administrators choose which special functions will exist and what they will be called. This decision must be made before the initial creation of the database. To find out what special functions may be used for a database, use the /INFO command, described later in this manual.

Boolean Expressions

Boolean expressions allow the user to combine sets in various ways to obtain new sets. The search in example 1 above isolated set 1 corresponding to the term CHEMISTRY, and set 2 corresponding to the term COMPUTERS. These sets could be combined in the following three ways:

A. 1 * 2 (set intersection, or logical AND)

The resulting set contains those citations found both in set 1 and set 2. That is, the new set would consist of those citations that contain both the keywords CHEMISTRY and COMPUTERS.

B. 1 + 2 (set union, or logical OR)

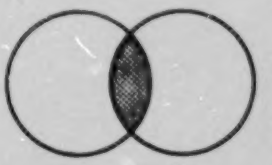
The resulting set contains those citations found in set 1 or set 2, that is, those citations containing either the keyword CHEMISTRY or COMPUTERS (or both).

C. 1 - 2 (set difference, or logical BUT NOT)

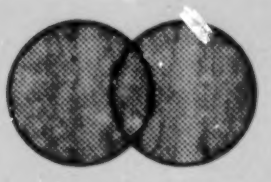
The resulting set contains those citations found in set 1 but not in set 2, that is, citations containing the term CHEMISTRY but not COMPUTERS.

These operations may be represented by Venn diagrams, as shown below. The shaded areas represent the citations that result from the indicated set operations.

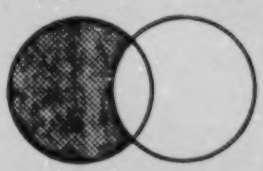
A. 1 * 2 (INTERSECT)



B. 1 + 2 (UNION)



C. 1 - 2 (BUT NOT)



EXAMPLE 3:

Sets and keywords may be used in any combination to create a Boolean expression. Here is a sample search which illustrates computer responses to selected keywords and a subsequent combination of the sets in Boolean expressions.

ACTION

:EARLY READING
SET 1 98 ENTRIES

:BEGINNING READING
SET 2 580 ENTRIES

:READING READINESS
SET 3 398 ENTRIES

:EVALUATION
SET 4 2753 ENTRIES

:PROGRAM EVALUATION
SET 5 5916 ENTRIES

:EVALUATION CRITERIA
SET 6 1739 ENTRIES

:PRESCHOOL EVALUATION
SET 7 2317 ENTRIES

:[1 + 2 + 3] * [4 + 5 + 6 + 7]
SET 8 129 ENTRIES

:[1+2+3] * [4+5+6+7+ TEACHER EVALUATION + SUMMATIVE EVALUATION]
SET 9 182 ENTRIES

The above example illustrates the basic procedures used when searching to isolate sets of citations that satisfy certain criteria. The user first isolates sets corresponding to single keywords. These sets are then combined in Boolean expressions to create other sets. Once a set has been created in a SEARCH session, it may be used in any subsequent Boolean expressions. The main reasons for the existence of set numbers are 1) to facilitate the writing of Boolean expressions, and 2) to be able to refer to intermediate results when constructing more complex Boolean expressions.

Boolean expressions may contain the following:

a. set numbers
b. the five special symbols * + - [ ]
c. keywords that do not contain any of the special symbols

Any number of blanks may occur between keywords, set numbers, and the special symbols. Profile names (see the description of /SAVE and /GET) should not be used in Boolean expressions because they will be interpreted as keywords. Special functions should not be used in Boolean expressions because they will also be interpreted as keywords.

If a Boolean expression is too long to fit on one line, type a semicolon (;) to indicate that the expression continues on the next line. You may place a semicolon anywhere a blank might otherwise occur. Anything following the semicolon on the same line will be ignored. A Boolean expression may have several continuation lines. The following are examples of Boolean expressions which require continuation lines:

```
:TASK ANALYSIS + JOB ANALYSIS + COMPLEXITY LEVEL + EMPLOYMENT;
+QUALIFICATIONS + OCCUPATIONAL INFORMATION + SKILL ANALYSIS +;
TASK PERFORMANCE + JOB SKILLS+QUALIFICATIONS+CREDENTIALS

:[COMPUTER ASSISTED INSTRUCTION + CAI] + [COMPUTERS *;
INSTRUCTION] - PLATO
```

The maximum number of sets allowed in a search session is 200. If you approach this number, or if you want to destroy all existing sets and start over for any reason, you should use the /RESTART command, described later in this manual.

4. Listing Citations

4.1 /LIST

The /LIST command is used to specify that a set or a certain part of that set should be listed. Citations will be listed with the highest citation number first, and lowest citation number last. This tends to give the most recent citations (chronologically) first. The full form of the /LIST command is

/LIST s/n/xx-yy/k-h

where s is the set number of the set to be listed

n is the maximum number of citations to list, or the word ALL

xx-yy means list only citations that were published in the years xx through yy inclusive (use the last two digits of the years desired),

k-h means list only citations in the range of citation numbers k through h inclusive, where k is the low number and h is the high number.

Any of the n, xx-yy, or k-h fields may be omitted. If the n field is omitted, exactly one (1) citation will be listed. If the n field contains the word ALL, all the citations will be listed. Some examples of valid /LIST commands and their effects are:

/LIST 12/3
(The first 3 citations from set 12 will be listed.)

/LIST 12/ALL//70000 - 95000
(All citations in the range 70000-95000 in set 12 will be listed.)

/LIST 12/ALL/73-74/70000-95000
(All citations in set 12 which were published in 1973-1974 and are in the range 70000-95000 will be listed.)

/LIST 12/ALL/75
(Only citations published in 1975 and after will be listed.)

/LIST 12/ALL//100100
(Only citations 100100 and higher will be listed.)

The manner in which citations are listed may be specified by the user. You may specify that citations are to be listed on your terminal, on a printer somewhere else, or both. You may specify that only citation numbers should be listed, or that additional information such as author, title, date, etc. should be listed. These are all called listing options.

If you have not already defined the listing options when a /LIST command is entered, the system will ask

DO YOU WANT TO DEFINE THE LISTING OPTIONS?

If you answer YES or Y, the system will ask the following four questions:

ADDITIONAL INFO? (answer YES, Y, NO, or N)
TERMINAL LISTING? (answer YES, Y, NO, or N)
PRINTER LISTING? (answer YES, Y, NO, or N)
WHICH PRINTER?

If you answer NO or N to the question "ADDITIONAL INFO?" only the citation numbers (e.g., accession numbers) will be listed. If you answer YES or Y, additional information, such as title, author, and date, will be listed for each citation. The exact nature and format of the additional information depends on the database in use. See Appendix G for a description of additional information in databases RIE and CIJE.

If you answer YES or Y to the question "TERMINAL LISTING?" the citation listing will be produced on your terminal. Care should be taken to avoid producing long listings on slow terminals.

If you answer YES or Y to the question "PRINTER LISTING?" a listing will be produced on the printer specified in response to the next question, "WHICH PRINTER?" If you want the citations to be printed at MACC, for example, you would answer YES to the question "PRINTER LISTING?" and then enter PR123 in response to "WHICH PRINTER?"

If you want citations printed with additional information on your terminal only, you may respond to the initial question

DO YOU WANT TO DEFINE THE LISTING OPTIONS?

with NO or N, and the system will understand that you want citations listed in this manner - namely, on your terminal only and with additional information.

Sample listing of citations, with and without additional information, may be found in Appendix B.

4.2 /L

The /L command is a convenient extension of the /LIST command. Suppose you have just entered a complicated /LIST command for a set and you have printed the first few citations (10 for example). Now, suppose you want to see the next 5 citations in the set (under the same xx-yy and k-h restrictions) without having to print the first 10 again. The command

```
/L 5
```

will do exactly that. If you want to see the next 12, enter

```
/L 12
```

You may continue doing this to see successive citations of a set. The /L command is valid if and only if it is immediately preceded by a /LIST command or another /L command. You cannot change any of the xx-yy and k-h values with a /L command.

The full form of the /L command is

/L n

where n is the maximum number of citations to list, or the word ALL. If n is omitted, 1 is assumed (only one citation is listed). If n is the word ALL, all the remaining citations will be listed.

4.3 /PRELIST

The /PRELIST command is used to see how many citations will be listed if we restrict a set to a certain range of citation numbers and/or publication dates. This is useful to determine if there are too many citations to list on a terminal. The full form of the /PRELIST command is

/PRELIST s/xx-yy/k-h

where s, xx-yy, and k-h have the same meanings as in the /LIST command Either of the xx-yy and k-h fields may be omitted. An example of the /PRELIST command and its effect is shown below:

```
:/PRELIST 12/73-74/70000 - 95000
29 CITATIONS TO LIST
```

4.4 /OPTIONS

By using the /OPTIONS command, the user may define or redefine the listing options at any time while in ACTION mode. (Recall that the listing options are your choices regarding where citations should be printed and whether they should include additional information; see page 12.)

Note that you do not have to specify these options before each /LIST command. The /OPTION command simply allows you to change the listing options in effect if you made a mistake or if you want to change these options. One form of this command is

/OPTIONS

to which the system responds by asking you the four listing option questions described above in section 4.1:

ADDITIONAL INFO?
TERMINAL LISTING?
PRINTER LISTING?
WHICH PRINTER?

An alternative form of the command is

/OPTIONS x/x/x/p

where the x's may be YES, Y, NO, or N, and p is a printer name. These fields correspond to the answers you would give to the four listing option questions. If no printer listing is desired, the fourth field may be omitted. Some examples of this form of the /OPTIONS command and their effects are:

/OPTIONS Y/Y/N
(Henceforth, requested citations will be listed on the terminal only, with additional information.)

/OPTIONS N/Y/N
(Henceforth, requested citations will be listed only on the terminal, and without additional information.)

/OPTIONS Y/N/Y/PR123
(Henceforth, requested citations will be listed with additional information, will not be printed on the terminal, and will be printed on printer PR123 - a printer at MACC.)

5. Obtaining Complete Database Entries

The databases for which WISE is designed frequently contain far more information than can be maintained on-line for interactive use. For example, the ERIC databases contain a complete abstract or annotation for most of the citations. It is too costly to keep all of this information available on-line, and in most cases a user would not want this much information printed on the terminal for many citations.

The /FILE command provides a means of retrieving all the information on the original data tapes. The term used in this document for a complete citation entry is an abstract. By using the /FILE command, you can request that the abstracts for a set of citations be printed out on 8 1/2 x 11 paper at MACC and, possibly, have those printouts mailed to you. An example of such output is reproduced in Appendix C.

Once you have created a set of citations for which you want abstracts printed, four steps may be performed:

1. You must file your set of citations in your own personal file.

2. You may provide some information to be printed at the beginning of the abstract listing (a "cover page").

3. You may request that your personal file of citations' abstracts be printed.

4. You may request that the printed abstracts be mailed to you.

5.1 /FILE

The /FILE command is intended for users who desire complete citation entries (abstracts) printed on 8 1/2 x 11 forms at MACC. If you want abstracts printed in some other manner, see Appendix D. The complete form of the /FILE command is

/FILE s/n/xx-yy/k-h

where s is the set number of the citations to be printed,

n is the maximum number of abstracts to be printed or the word ALL

xx-yy means print abstracts only for those citations that were published in the years xx

through yy inclusive (use the last two digits of the years desired),

k-h means print abstracts only for citations in the range of citation numbers k through h inclusive, where k is the low number and h is the high number.

Any of the n, xx-yy, or k-h fields may be omitted. If the n field is omitted, exactly one (1) abstract will be printed. If the n field contains the word ALL, all the abstracts will be printed.

The /FILE command causes the citations in the specified set to be placed in your own personal file. This file is created automatically for you by the system if it doesn't already exist. You may continue using the /FILE command to build up your file, and then sometime later abstracts will be printed according to the contents of your file. Some examples of valid /FILE commands, and their effects, are:

/FILE 6/100
(Put the most recent 100 citations in set 6 in my personal file.)

/FILE 10/ALL/75
(Put all citations in set 10, published in 1975 or after, in my personal file.)

/FILE 12/ALL//70000-95000
(Put all citations in set 12, whose numbers are in the range 70000 through 95000 inclusive, in my personal file.)

Note that the /PRELIST command, described in section 4.3, may be used to determine how many abstracts would be printed with some combination of xx-yy and k-h fields.

5.2 Cover Page Information

After you enter the /FILE command, the system will ask you for some information to be printed on the cover page of your abstracts. The system will ask you

WHAT IS THE TITLE OF THE SEARCH?
WHAT IS THE SEARCH ID?
ENTER YOUR NAME AND ADDRESS ON THE NEXT FIVE LINES.

You may respond to these questions with anything you like. This information is used only for printing a cover page, so that you can identify different sections of abstracts in your printout, or if you are doing this for someone else.

5.3 Scheduling Abstracts to be Printed

When the system asks you

DO YOU WANT TO SCHEDULE ABSTRACTS FOR PRINTING?

enter Y or YES if you want to schedule the abstracts to be printed. Enter N or NO if you plan to file more citations (from other sets) into your personal file. Note that you may continue filing away citations into your personal file until you are ready to have them printed. That is, you may enter several /FILE commands (possibly over the course of several days), and then request that the whole file's abstracts be printed. In fact, this is good practice; the lowest cost per abstract may be obtained by printing several hundred abstracts at a time. The total maximum number of citations you may accumulate in your file is currently 1000 (one thousand) per database.

Don't worry about 'emptying' your file. This will be done automatically for you after the abstracts have been printed.

When you are ready to schedule your abstracts for printing, you may choose one of the following service classes:

N (normal) Abstracts will be printed sometime later in the day, depending on the backlog of jobs, at a cost of approximately $.10 per abstract.

D (deferred) Abstracts will be printed sometime after 5:00 p.m., at a cost of about $.06 each.

C (convenience) Abstracts will be printed at the center's convenience, at a cost of about $.03 each. This will certainly be done by the following weekend, but if time permits, it may be done earlier (within one or two days).

After you have selected one of these service classes, the system will print out a message like

ABSTRACTS WILL BE PRINTED AS XC1234.

You should save this run identification (the code beginning with X) in case something happens to your run that requires a refund.

5.4 Having Abstracts Mailed to You

When you schedule your abstracts to be printed, the system will ask

DO YOU WANT THE ABSTRACTS MAILED TO YOU?

If you plan to pick up the printed abstracts yourself at MACC in Madison, answer N or NO. If you want them mailed to you, enter Y or YES, and then enter your name and address when the system asks for it. You may also include any special mailing instructions (e.g., if you want to designate first class, parcel post, or special delivery). After you have entered this information, enter a plus sign (+).

Generally, abstracts are mailed out the morning after they are printed. So, for example, if you schedule your abstracts to be printed on Monday, they may be printed Monday night, and will be mailed out Tuesday morning. If they are printed on a weekend, they will be mailed out Monday morning.

5.5 Example Sessions for Getting Abstracts

The following sessions illustrate the building up of citations in a user's personal file, and the scheduling of abstracts to be printed and mailed. User input is underlined, and comments are indicated to the right of the session.

```
@NEW*WISE.SEARCH  RIE          (The user performs some
                                searches in database RIE,
                                creating sets for desired
        .                       citations.)
        .
        .
:/FILE 10/ALL                  (The citations in set 10 are
                                to be filed away.)

INFORMATION TO BE PRINTED ON COVER OF ABSTRACTS:
WHAT IS THE TITLE OF THE SEARCH?
EVALUATION OF EARLY READING PROGRAMS

WHAT IS THE SEARCH ID?
SEARCH FOR ED. DEPT.

ENTER YOUR NAME AND ADDRESS ON THE NEXT FIVE LINES.
:PHIL ABSTRACT
:COMPUTER RETRIEVAL DEPT.
:MADISON, WI 53706
:                              (Two blank lines are entered)
:

IS THE ABOVE INFORMATION CORRECT? Y
                               (If the user had not entered Y
                                or YES, a new cover page could
                                be specified.)
```

```
52 CITATIONS FILED.
TOTAL:  52 CITATIONS READY TO BE PRINTED.

DO YOU WANT TO SCHEDULE ABSTRACTS TO BE PRINTED? N
        .
        .
        .
:/FILE 11/ALL
        .
        .
        .
:/FILE 20/100
        .
        .
        .
:/FILE 25/ALL
        .
        .
        .
:/FILE 32/ALL
        .
        .
        .

@NEW*WISE.SEARCH  CIJE          (User now performs searches  in
                                database CIJE.)

:/FILE 17/ALL
        .
        .
        .

78 CITATIONS FILED.
TOTAL:  425 CITATIONS READY TO BE PRINTED.

DO YOU WANT TO SCHEDULE ABSTRACTS TO BE PRINTED?  Y

ENTER SERVICE CLASS (C, D, OR N):  C
ABSTRACTS WILL BE PRINTED AS RUN  XC4705

DO YOU WANT ABSTRACTS MAILED TO YOU?
Y

WHERE DO YOU WANT THE ABSTRACTS MAILED?
PLEASE ENTER ONE LINE AT A TIME.
AFTER YOU'VE ENTERED THE LAST LINE, ENTER A PLUS (+).
MR. PHILLIP J. ABSTRACT
UNIVERSITY OF WISCONSIN
1220 WEST DAYTON STREET
MADISON, WISCONSIN 53706
***** PLEASE SEND THIS MATERIAL BY FIRST CLASS MAIL *****
+
```

5.6 Repeated Cover Page Information

When you do several /FILE commands, it may be that the cover page information doesn't change, or that you don't care if the same information is re-used. After the first time you enter cover page information in a search session, the system will ask you

DO YOU WANT TO SPECIFY A NEW TITLE, SEARCH ID, ETC.?

to which you may respond Y or YES, and specify new cover page information, or NO or N, in which case the cover page information you last specified will be used.

You may also use a double quote (") for any line of cover page information (TITLE, SEARCH ID, or any of the five address lines) and the system will use the corresponding information you entered the last time for that line.

> DO NOT CONFUSE THE ADDRESS USED AS COVER PAGE INFORMATION WITH THE MAILING ADDRESS YOU SPECIFY WHEN YOU SCHEDULE ABSTRACTS FOR PRINTING! You cannot use the double quote feature when providing a mailing address.

6. Creating and Using Profiles

When you end a SEARCH session for a given database, all the sets that have been created disappear. Each new SEARCH session begins with a "clean slate," and the first set created is set 1. There are at least three situations where it is desirable to save the results of a search, or to keep a record of the expressions that were entered to create sets:

1) when you want to apply the same sequence of searches (keywords, special functions, and Boolean expressions) to more than one database.

2) when a sequence of expressions, and the resulting sets, represent some subject area that is used frequently in conducting searches on different days, and

3) when someone has constructed a very well-defined set of terms and Boolean expressions and wants to receive periodic search results (whenever a database is updated); this represents a rudimentary form of SDI (Selective Dissemination of Information). See also Appendix F.

In order to save a sequence of keywords and expressions, you may create what is called a profile of a given set. Profiles are saved by using the /SAVE command, and may be subsequently retrieved by using the /GET and /DISPLAY commands. If you are interested in saving only the keywords and expressions, so that you can apply the profile to another database in the same RUN, you should read section 6.1, which follows. If you want to save a profile on a more permanent basis, so that it will be available from one RUN to another for several days (or indefinitely), you should read section 6.2.

6.1 Temporary Profiles

Suppose you have entered a sequence of searches in one database and would like to apply the same keywords and expressions to another database. If you are not interested in saving the search profile after your run (that is, after you have searched all databases of interest), you must create what is called a temporary profile, which may be retrieved only so long as you stay in the same RUN. When you enter @FIN, all temporary profiles disappear.

To save a temporary profile, enter

/SAVE s/profilename

where s is the number of a set which resulted from entering a sequence of keywords and expressions, and profilename is a name (up to 12 alphabetic characters) which you will later use to retrieve the profile. You should probably choose a mnemonic name for the profile that will be easy to remember. The set number for which you want a profile must have been created only from keywords, special functions (e.g., MAJOR=), and Boolean expressions. If you forget the exact format of the /SAVE command, just enter /SAVE and the system will ask you for the required set number and profile name.

Later in the same run, when you are searching another database, you may retrieve a previously saved profile, and have its sets computed for the new database, by entering

/GET profilename

where profilename is the name of the profile, which you previously specified with the /SAVE command. If you forget the exact format of the /GET command, enter just /GET and the system will ask you for the profile name.

If you only want to display the profile, and not have its terms and expressions computed for this database, you may enter

/DISPLAY profilename

or just /DISPLAY (in which case the system asks you for the name of the profile to be displayed).

To obtain a directory of all temporary profiles available while you are searching, enter

/DIRECTORY

The following example shows how a somewhat complicated sequence of expressions is entered in database RIE, profiles for the desired searches are saved, and those search profiles are subsequently applied to database CIJE.

Sample session illustrating use of temporary profiles:

```
@RUN  ...
  .
  .
  .
@NEW*WISE.SEARCH RIE
        .
        .
        .
:PROGRAM EVALUATION + EVALUATION CRITERIA + :
:PRESCHOOL EVALUATION
SET  12   10472 ENTRIES

:MAJOR=EVALUATION                                    (1)
SET  13    1527 ENTRIES

:12 + 13
SET  14   11777 ENTRIES

:14*SESAME STREET
SET  15      28 ENTRIES

:/LIST 15/ALL
     .
     .
     .

:/SAVE 15/SESAME
SET PROFILE SESAME        SAVED.

:14*MONTESSORI
SET  16       5 ENTRIES

:/LIST 16/ALL
     .
     .
     .

:/SAVE 16/MONTESSORI
SET PROFILE MONTESSORI    SAVED.

     .
     .
     .

@NEW*WISE.SEARCH  CIJE
        .
        .
        .
SET   5    126 ENTRIES

:/GET SESAME
PROGRAM EVALUATION+EVALUATION CRITERIA+PRESCHOOL EVALUATION
SET   6   3499 ENTRIES

MAJOR=EVALUATION                                     (3)
SET   7   1286 ENTRIES

6+7
SET   8   4698 ENTRIES

8*SESAME STREET
SET   9     12 ENTRIES

:6*COMPUTERS
SET  10      2 ENTRIES
```

The following characteristics of temporary search profiles should be noted:

1) Special functions may be used, but with caution. Remember that if a special function is used in one database, it might not exist in another database, and would result in a set of 0 citations.

2) Keywords that exist in one database might not exist in another database, and will result in a set of 0 citations (just for that term).

3) After you use /GET to retrieve a profile, any of the intermediate sets created may also be used in the search. In the second search in the example, set 6, which resulted from a /GET command, is used in a subsequent expression.

4) Only the terms and expressions required to create a set are saved as that set's profile. In the first search in the example, sets 1 through 12 are not saved as part of the SESAME profile when it is created, because they are not needed to arrive at the desired set.

5) Commands are not saved as part of a profile. For example, the /LIST command is not saved, and must be re-entered after profiles are retrieved.

6) You needn't worry about conflicting set numbers. Even though the sets saved in a profile may be sets 12 through 16, for example, new set numbers are used appropriately when you retrieve the profiles later with /GET. The system arranges things so that any set created by a /GET command doesn't destroy any existing sets.

   When you use /DISPLAY to display a profile, set numbers displayed begin at 1, but if you use /GET to retrieve that profile, new set numbers will be generated.

6.2 Permanent Profiles

Set profiles may be saved permanently, so that they are available from one RUN to another for an indefinite period of time. Permanent profiles are saved in a file which the system can create for you or, if you prefer, which you may create and manage. Profiles saved in this manner are saved in two forms:

1) their symbolic form - that is, as the sequence of keywords, special functions (e.g., MAJOR=), and Boolean expressions used to create a set, and

2) their computed form - that is, as a set of citation numbers which may be used as if it was created by entering a sequence of keywords and Boolean expressions.

Because the computed sets are saved, it is often possible to eliminate the cost associated with computing complicated sets each time they are needed. After you have saved a search profile in permanent form, you may retrieve that profile with the /GET command and the system will retrieve the computed set of citations.

However, if the profile was saved in a different database, or if the database has been updated since the profile was last saved (thus rendering the computed set obsolete), the system will detect this, use the symbolic form of the profile to generate new, correct, and up-to-date sets, and then save the newly computed set for you automatically. You can tell when this happens by the information displayed as the result of a /GET command.

To save a permanent profile, enter

/SAVE s/profilename/file.

where s is the number of a set which resulted from entering a sequence of keywords, special functions (e.g., MAJOR=), and Boolean expressions,

profilename is a name of up to 12 alphabetic characters, which you may subsequently use to retrieve the profile; it is recommended that you choose some mnemonic name that may be associated with the profile and that will be easy to remember.

file is the name of a file in which the profile is to be stored. This file may ultimately contain any number of profiles. The file specified must be 12 alphabetic characters or less, and will be created automatically for you by the system, if it doesn't already exist. If the file is to be used by more than one user (with a different user number), it should contain an asterisk

somewhere in the middle of the name. The file name must be followed by a period.

If you forget the exact format of the /SAVE command, just enter /SAVE and the system will ask you for the required set number, profile name, and file name.

Anytime after a permanent profile has been saved (in the same RUN, in a different RUN, the same day, or several days later), it may be retrieved by entering

/GET profilename/file.

where profilename and file are the same as described above for the /SAVE command, and where file must be followed by a period. If you forget the exact format of the /GET command, you may enter just /GET and the system will ask you for the required profile name and file name.

If you only want to display the symbolic form of a profile, but not retrieve the corresponding set(s), you may enter

/DISPLAY profilename/file.

or

/DISPLAY

To obtain a directory of permanent profiles, enter

/DIRECTORY file.

where file is the name of your file. Appendix F includes a description of some procedures for more complicated uses of permanent profiles, such as the deletion of selected profiles.

The following example shows how a somewhat complicated sequence of expressions is entered in database RIE, profiles for the desired searches are created and saved, and those profiles are used in subsequent searches.

Sample session illustrating use of permanent profiles:

```
@RUN  ...
  .
  .
  .
@NEW*WISE.SEARCH RIE
      .
      .
      .
:PROGRAM EVALUATION + EVALUATION CRITERIA + ;
:PRESCHOOL EVALUATION
SET  12  10472 ENTRIES

:MAJOR=EVALUATION                          <-- (1)
SET  13   1527 ENTRIES

:12 + 13
SET  14  11777 ENTRIES

:14*SESAME STREET
SET  15     28 ENTRIES

:/LIST 15/ALL
      .
      .
      .

:/SAVE 15/SESAME/MY*PRFILE.
SET PROFILE SESAME      SAVED.

:14*MONTESSORI
SET  16      5 ENTRIES

:/LIST 16/ALL
      .
      .
      .

:/SAVE 16/MONTESSORI/MY*PRFILE.
SET PROFILE MONTESSORI   SAVED.

      .
      .
      .

@NEW*WISE.SEARCH  CIJE
      .
      .
      .
SET   5    126 ENTRIES

:/GET SESAME/MY*PRFILE.
PROGRAM EVALUATION+EVALUATION CRITERIA+PRESCHOOL EVALUATION
SET   6   3499 ENTRIES

MAJOR=EVALUATION
SET   7   1286 ENTRIES

6+7
SET   8   4698 ENTRIES

8*SESAME STREET
SET   9     12 ENTRIES

:6*COMPUTERS
SET  10      2 ENTRIES
```

(3)

The following characteristics of permanent search profiles should be noted:

1) Special functions may be used, but with caution. Remember that if a special function is used in one database, it might not exist in another database, and would result in a set of 0 citations.

2) Keywords that exist in one database might not exist in another database, and will result in a set of 0 citations (just for that term).

3) After you use /GET to retrieve a profile, any of the intermediate sets created may also be used in the search. In the second search in the example, set 6, which resulted from a /GET command, is used in a subsequent expression.

   However, if the result of a /GET is to retrieve a set in its computed (rather than symbolic) form, you cannot save the profile of any set which uses this set.

4) Only the sets and expressions required to create a set are saved as that set's profile. In the first search in the example, sets 1 through 11 are not saved as part of the SESAME profile when it is created, because they are not needed to arrive at the desired set.

5) Commands are not saved as part of a profile. For example, the /LIST command is not saved, and must be re-entered after profiles are retrieved.

6) You needn't worry about conflicting set numbers. Even though the sets saved in a profile may be sets 12 through 16, for example, new set numbers are used appropriately when you retrieve the profiles later with /GET. The system arranges things so that any set created by a /GET command doesn't destroy any existing sets.

   When you use /DISPLAY to display a profile, set numbers displayed begin at 1, but if you use /GET to retrieve that profile, new set numbers will be generated.

7. Miscellaneous Commands

7.1 /INFO

The /INFO command causes certain information relevant to the database in use to be displayed on the terminal. Typical information would include

Database name
Date of last update
Range of citation numbers currently in the database
List of special functions defined for this database

7.2 /RESTART

The /RESTART command causes all sets to be deleted. The program is in approximately the same state as when it was first started. The only difference is that the listing options (additional information, choice of terminal or printer) retain their current specifications. /RESTART is useful in the following situations:

a. the user has gotten confused and wants a fresh start
b. the user wants to start a search on a new topic, and is not interested in any previously created sets
c. the maximum number of allowable sets, 200, has been exceeded

EXAMPLE:

:/RESTART
ARE YOU SURE? Y (or YES; anything else means NO.)

7.3 /COST

The /COST command may be entered to determine the total cost accumulated in the run, and the cost accumulated since the last /COST request. By using this command, you can tell if you are approaching your RUN dollar limit (see section 2.1). You can also obtain the cost of a group of searches, either for purposes of billing someone else, or to determine the relative costs of different search operations and different search strategies.

EXAMPLE:

:/COST
$ 1.35 USED SINCE LAST COST REQUEST.
TOTAL COST OF RUN: $10.50

7.4 /NEWS

This command may be entered to obtain news of general interest to WISE users, such as reported errors, system improvements, meeting announcements, etc. News items are displayed in several parts, with most recent items displayed first. After each item, the message

MORE INFORMATION?

is displayed, to which you should respond YES or Y if you want to see the next news item, or NO or N if you wish to continue performing searches.

7.5 /CITATION

Any citation, with its additional information, may be displayed by entering

/CITATION n

where n is the citation number desired.

7.6 /COMMENT

The /COMMENT command is essentially a do-nothing command. It allows a user to place personal comments into his search listing for later reference. The full form of the command is

/COMMENT followed by any string of up to 60 characters

7.7 /QUIT

The /QUIT command terminates the SEARCH program. Any other 1110 EXEC command (one that starts with @) e.g., @FIN, or another @NEW*WISE.SEARCH request for another database, will also terminate SEARCH.

8. HELP Mode

The /HELP command causes the system to go into a conversational mode wherein the user can get information about how to use SEARCH. Once in HELP mode, the user may input the words EXPLAIN, BOOLEAN, or any of the SEARCH command names to obtain corresponding explanations. After you enter /HELP, the system displays the message

```
FOR A LIST OF TERMS, ENTER THE TERM     EXPLAIN
::
```

In HELP mode, the double colon (::) is used to solicit the next term from a user. Anytime the double colon is displayed, you may enter any of the following terms to receive a corresponding explanation or description:

EXPLAIN	GENERAL	BOOLEAN	FUNCTION
LIST	L	PRELIST	OPTIONS
FILE	ABSTRACT	REPRINT	SAVE
GET	DISPLAY	INFO	RESTART
COST	NEWS	CITATION	QUIT
COMMENT	HELP	MISC	CIJE
RIE	AIM		

Note that to obtain information about a command, you must enter the command without the preceding /.

In general, the explanatory text for each term on which HELP is available is broken up into several sections, which are successively more detailed. After each section is displayed for a given term, the system will ask

```
MORE INFORMATION?
```

Answer YES or Y if you want to see a more detailed explanation. If you enter NO or N, you will stay in HELP mode, and may enter another term that you want explained.

To leave HELP mode, and return to ACTION mode, enter a carriage return (a blank line) instead of a term when the system prompts you with the double colon.

Appendix A
WISE SEARCH System
Summary Reference Guide

This Appendix is intentionally duplicated, so that you may remove it from the manual and keep it near your terminal for easy reference.

Your Action	Possible System Response	Your Next Step
1. Turn terminal on; dial (608) 263-1188	beeeeep	put phone on coupler, continue at Step 2.
	busy signal or no answer	computer unavailable; wait and try again later
2. Enter UWTT or UWLG *must be upper case *no carriage return	MACC 33.14 TTY U01234	Continue with Step 3
	no response	Press carriage return. If still no response, hang up and try again at step 1.
	DATA IGNORED-IN CONTROL MODE	Enter @FIN, wait for *TERMINAL INACTIVE* and continue with Step 3.
	anything else	Hang up, try again later.
3. Enter @RUN name, , , ,	RUNID:Y01234 DATE ... PASSWORD PLEASE ■■■■■■	Continue with Step 4.
	RUN ALREADY ACTIVE or some error in RUN statement	Enter @FIN, wait for *TERMINAL INACTIVE* then repeat Step 3.
4. Enter your password	CONTINUE	Continue with Step 5.
	PASSWORD PLEASE ■■■■■■	Repeat Step 4.
5. Enter @NEW*WISE.SEARCH database	SEARCH VERSION X.X ... TO OBTAIN INFORMATION ... ACTION :	Continue with Step 6.
	FILE ERROR	Repeat Step 5.
	anything else	call a consultant
6. You may now conduct searches in the selected database. Remember the following: * each line you enter is not processed until you press the carriage return * to correct a character, use the backspace key or CONTROL-H * to cancel an entire line, enter CONTROL-X * enter a semicolon at the end of a line when your SEARCH formula or SEARCH command continues on the next line * to interrupt long or unwanted output, press the BREAK key, then enter @@SKIP n to skip n lines, or @@X 0 to terminate printing When you are finished with your searches in this database, enter /QUIT. If you want to search another database, repeat step 5 with the name of the new database. You do not have to repeat steps 1-4. When finished searching all databases, go to step 7.		
7. Enter @FIN	cost of run, etc. *TERMINAL INACTIVE*	Hang up phone, turn terminal off.

To create a set

keyword	up to 68 characters; may include blanks; may include commas and periods (e.g., in author names)
function=keyword	no blanks allowed around "=" allowable functions obtainable via /INFO
Boolean expressions	consist of set numbers, keywords, and the symbols * + - [ ] * represents set intersection (AND) + represents set union (OR) - represents set difference (BUT NOT) use semicolon (;) to continue on next line Don't use function names or profile names in a Boolean expression; use set numbers resulting from them.

To print information represented by a set

/LIST s/n/xx-yy/k-h	List citations in set s For meaning of xx-yy, k-h, see Note 1 below. To change listing options (choice of additional info, printer, or terminal) see /OPTIONS command
/L n	List the next n citations. Must be preceded by /LIST or /L
/PRELIST s/xx-yy/k-h	Shows how many citations there are in set s that satisfy the indicated criteria for xx-yy and k-h (See note 1 below).
/OPTIONS	Change current listing options. Citations may be listed with or without additional info, and on the terminal, a printer, or both. System asks you what choices you want.
/OPTIONS x1/x2/x3/p	Same function as /OPTIONS, but system doesn't ask questions. x1: Y or YES if you want additional info x2: Y or YES if you want terminal listing x3: Y or YES if you want printer listing p: name of printer if x3 is Y or YES (otherwise omit)
/FILE s/n/xx-yy/k-h	File away indicated citations in set s into my personal file. See note 1 below. When scheduling abstracts to be printed: A: $.10 per abstract, overnight B: $.06 per abstract, usually overnight C: $.03 per abstract, overnight or in a few days
/ABSTRACT s/n/xx-yy/k-h	Similar to /FILE, but requires special procedures explained in Appendix D.

Temporary Profiles

/SAVE s/profilename	Profile for set s is saved only for duration of run. Profilename must be 12 or less characters. Set s must have been created from a sequence of keywords, special functions, Boolean expressions, or /GET commands.
/GET profilename	Retrieves sets represented by expressions in profilename, previously saved.

Permanent Profiles

/DISPLAY profilename	Display terms and expressions that comprise profilename
/SAVE s/profilename/file. /SAVE /GET profilename/file. /GET /DISPLAY profilename/file. /DISPLAY	Profiles are saved permanently in file. Profilename is 12 or less characters. File is 12 or less characters, can be created by system, must be followed by period. Use asterisk in file if it is to be used by more than one user.

Miscellaneous Commands

/INFO	displays information about database
/RESTART	deletes all existing sets
/COST	displays total cost used in run and since last /COST
/NEWS	displays news of general interest to WISE users
/CITATION i	displays citation number i, with additional info
/COMMENT text	does nothing; text is up to 68 characters
/QUIT	terminates SEARCH program
/HELP	goes into HELP mode to obtain information about the SEARCH system.

HELP Terms

EXPLAIN	GENERAL	BOOLEAN	FUNCTION	LIST	L	PRELIST	OPTIONS
FILE	ABSTRACT	REPRINT	SAVE	GET	DISPLAY	INFO	RESTART
COST	NEWS	CITATION	QUIT	COMMENT	HELP	MISC	CIJE
RIE	AIM						

Note 1: s is a set number
n is the number of citations to list or print, or the word ALL.
If omitted, 1 (one) is used.
xx-yy is a range of years (last two digits). If both omitted, all years in database used. If yy omitted, all years after xx and including xx are used.
k-h is citation range. If omitted, whole database used. If h omitted, all citations k and above are used.

Appendix A

Your Action	Possible System Response	Your Next Step
1. Turn terminal on, dial (608) 263-1188	beeeeep	put phone on coupler, continue at Step 2.
	busy signal or no answer	computer unavailable; wait and try again later
2. Enter UWTT or UWLG *must be upper case *no carriage return	MACC 33.14 TTY U01234	Continue with Step 3
	no response	Press carriage return. If still no response, hang up and try again at step 1.
	DATA IGNORED-IN CONTROL MODE	Enter @FIN, wait for *TERMINAL INACTIVE* and continue with Step 3.
	anything else	Hang up, try again later.
3. Enter @RUN name, , , ,	RUNID:Y01234 DATE ... PASSWORD PLEASE ■■■■■■	Continue with Step 4.
	RUN ALREADY ACTIVE or some error in RUN statement	Enter @FIN, wait for *TERMINAL INACTIVE* then repeat Step 3.
4. Enter your password	CONTINUE	Continue with Step 5.
	PASSWORD PLEASE ■■■■■■	Repeat Step 4.
5. Enter @NEW*WISE.SEARCH database	SEARCH VERSION X.X ... TO OBTAIN INFORMATION ... ACTION :	Continue with Step 6.
	FILE ERROR	Repeat Step 5.
	anything else	call a consultant
6. You may now conduct searches in the selected database. Remember the following: * each line you enter is not processed until you press the carriage return * to correct a character, use the backspace key or CONTROL-H * to cancel an entire line, enter CONTROL-X * enter a semicolon at the end of a line when your SEARCH formula or SEARCH command continues on the next line * to interrupt long or unwanted output, press the BREAK key, then enter @@SKIP n to skip n lines, or@@X 0 to terminate printing When you are finished with your searches in this database, enter /QUIT. If you want to search another database, repeat step 5 with the name of the new database. You do not have to repeat steps 1-4. When finished searching all databases, go to step 7.		
7. Enter @FIN	cost of run, etc. *TERMINAL INACTIVE*	Hang up phone, turn terminal off.

To create a set

keyword	up to 60 characters; may include blanks; may include commas and periods (e.g., in author names)
function=keyword	no blanks allowed around '=' allowable functions obtainable via /INFO
Boolean expressions	consist of set numbers, keywords, and the symbols * + - [ ] * represents set intersection (AND) + represents set union (OR) - represents set difference (BUT NOT) use semicolon (;) to continue on next line Don't use function names or profile names in a Boolean expression; use set numbers resulting from them.

To print information represented by a set

/LIST s/n/xx-yy/k-h	List citations in set s For meaning of xx-yy, k-h, see Note 1 below. To change listing options (choice of additional info, printer, or terminal) see /OPTIONS command
/L n	List the next n citations. Must be preceded by /LIST or /L
/PRELIST s/xx-yy/k-h	Shows how many citations there are in set s that satisfy the indicated criteria for xx-yy and k-h (See note 1 below).
/OPTIONS	Change current listing options. Citations may be listed with or without additional info, and on the terminal, a printer, or both. System asks you what choices you want.
/OPTIONS x1/x2/x3/p	Same function as /OPTIONS, but system doesn't ask questions. x1: Y or YES if you want additional info x2: Y or YES if you want terminal listing x3: Y or YES if you want printer listing p: name of printer if x3 is Y or YES (otherwise omit)
/FILE s/n/xx-yy/k-h	File away indicated citations in set s into my personal file. See note 1 below. When scheduling abstracts to be printed: H: $.10 per abstract, overnight D: $.06 per abstract, usually overnight C: $.03 per abstract, overnight or in a few days
/ABSTRACT s/n/xx-yy/k-h	Similar to /FILE, but requires special procedures explained in Appendix D.

Temporary Profiles

/SAVE s/profilename	Profile for set s is saved only for duration of run. Profilename must be 12 or less characters. Set s must have been created from a sequence of keywords, special functions, Boolean expressions, or /GET commands.
/GET profilename	Retrieves sets represented by expressions in profilename, previously saved.

Permanent Profiles

/DISPLAY profilename	Display terms and expressions that comprise profilename
/SAVE s/profilename/file. /SAVE /GET profilename/file. /GET /DISPLAY profilename/file. /DISPLAY	Profiles are saved permanently in file. Profilename is 12 or less characters. File is 12 or less characters, can be created by system, must be followed by period. Use asterisk in file if it is to be used by more than one user.

Miscellaneous Commands

/INFO	displays information about database
/RESTART	deletes all existing sets
/COST	displays total cost used in run and since last /COST
/NEWS	displays news of general interest to WISE users
/CITATION i	displays citation number i, with additional info
/COMMENT text	does nothing; text is up to 60 characters
/QUIT	terminates SEARCH program
/HELP	goes into HELP mode to obtain information about the SEARCH system.

HELP Terms

EXPLAIN	GENERAL	BOOLEAN	FUNCTION	LIST	L	PRELIST	OPTIONS
FILE	ABSTRACT	REPRINT	SAVE	GET	DISPLAY	INFO	RESTART
COST	NEWS	CITATION	QUIT	COMMENT	HELP	MISC	CIJE
RIE	AIM						

Note 1: s is a set number
n is the number of citations to list or print, or the word ALL.
If omitted, 1 (one) is used.
xx-yy is a range of years (last two digits). If both omitted, all years in database used. If yy omitted, all years after xx and including xx are used.
k-h is citation range. If omitted, whole database used. If h omitted, all citations k and above are used.

Appendix B

Sample Session

```
UNLG
MACC 33.14   TTY U02077

@RUN  WISE,9929,4312,$28.00,100
RUNID:Y46461 DATE:072777 TIME:132235
PASSWORD PLEASE

000000
CONTINUE

@XEQ*WISE.SEARCH  RIP
SEARCH - VERSION 4.0      DATE:072777 TIME:132255
TO OBTAIN INFORMATION ON HOW TO USE THIS PROGRAM, INPUT      /HELP
TO OBTAIN NEWS OF INTEREST TO WISE USERS, INPUT              /NEWS

ACTION

:CAI+COMPUTER ASSISTED INSTRUCTION
SET   1  1968 ENTRIES

:MAJOR=EVALUATION
SET   2  1527 ENTRIES

:1*2
SET   3    19 ENTRIES

:/LIST 3/10
DO YOU WANT TO DEFINE THE LISTING PARAMETERS?   Y
ADDITIONAL INFO ?   N
TERMINAL LISTING?   Y
PRINTER LISTING ?   N
    ED  112880 75
    ED  112362 75
    ED  110015 75
    ED   93389 73
    ED   91442 73
    ED   82493 70
    ED   76058 73
    ED   71458 72
    ED   62184 72
    ED   54978 71

:/OPTIONS Y/Y/N

:/LIST 3/5

    ED  112880
EASTMOND, J. NICHOLLS, JR.
AN EVALUATION OF COMPUTER ASSISTED INSTRUCTION IN THE MERRILL LIBR
ARY AT UTAH STATE UNIVERSITY.
15 JAN 75 / IR

    ED  112362

VISUAL SEARCH ACTIVITY: A TOOL FOR THE EVALUATION AND DEVELOPMENT
OF COMPUTER-ASSISTED READING INSTRUCTIONAL PROGRAMS. ANNUAL REPORT
.
SEP 75 / CS

    ED  110015
CULP, GEORGE H.
THE USE OF COMPUTER-BASED INSTRUCTION IN UNDERGRADUATE ORGANIC CHE
MISTRY.
10 JUN 75 / IR

    ED   93389
HALLEY, FRED S.; AND OTHERS
COMPUTER APPLICATIONS IN TEACHING AND LEARNING.
23 OCT 73 / IR

//  ED   91442
COFFMAN, WILLIAM E., ED.
FRONTIERS OF EDUCATIONAL MEASUREMENT AND INFORMATION SYSTEMS-1973.
73 / TM
```

(Sample Session - continued)

```
:/FILE 3/ALL/69

INFORMATION TO BE PRINTED ON COVER OF ABSTRACTS:
WHAT IS THE TITLE OF THE SEARCH?
CAI EVALUATION
WHAT IS THE SEARCH ID?
SEARCH FOR ED. DEPT.
ENTER YOUR NAME AND ADDRESS ON THE NEXT FIVE LINES.
:PHILLIP RESEARCHER
:1220 W DAYTON ST.
:MADISON, WI
:
:

IS THE ABOVE INFORMATION CORRECT?  Y
    14 CITATIONS FILED.
TOTAL:    14 ABSTRACTS READY TO BE PRINTED.

DO YOU WANT TO SCHEDULE YOUR ABSTRACTS FOR PRINTING?NO

                .
                .
                .


:CURRICULUM EVALUATION
SET    4   1259 ENTRIES

:/PRELIST 1975
THIS SET NUMBER IS NOT YET DEFINED

:/HELP
HELP MODE - FOR A LIST OF TERMS, ENTER   EXPLAIN
TO GO BACK TO ACTION MODE, DEPRESS CARRIAGE RETURN
::PRELIST
THE COMMAND /PRELIST ALLOWS THE USER TO DETERMINE THE NUMBER OF
CITATIONS TO BE LISTED WHEN RESTRICTIONS OF DATE OR NUMBER LIMITS
ARE PLACED ON SET TO BE LISTED. THE GENERAL FORM OF THE COMMAND IS:
    /PRELIST I/XX-YY/L-H
WHERE:
    I = SET NUMBER TO BE LISTED.
XX-YY = A RANGE OF YEARS (72-75)
  L-H = A RANGE OF CITATION NUMBERS
        (52000-110750)

MORE INFORMATION?  N

::_
ACTION

:/PRELIST 4/75
   216 CITATIONS TO LIST


:/FILE 4/ALL/75

INFORMATION TO BE PRINTED ON COVER OF ABSTRACTS:
DO YOU WANT TO SPECIFY A NEW TITLE, SEARCH ID, ETC.?NO

CAI EVALUATION
SEARCH FOR ED. DEPT.
PHILLIP RESEARCHER
1220 W DAYTON ST.
MADISON, WI


IS THE ABOVE INFORMATION CORRECT?  Y
   216 CITATIONS FILED.
TOTAL:    385 ABSTRACTS READY TO BE PRINTED.

DO YOU WANT TO SCHEDULE YOUR ABSTRACTS FOR PRINTING?Y
ENTER D FOR DEFERRED, C FOR CONVENIENCE, N FOR NORMAL:  C
ABSTRACTS WILL BE PRINTED AS RUN     XC5259.


 DO YOU WANT THE ABSTRACTS MAILED TO YOU?
NO

:/QUIT
END SEARCH
```

Appendix C

Abstract Sample

The page of output reproduced below contains a complete citation entry (called an abstract) from the RIE database. This is the output produced as a result of scheduling abstracts to be printed (see Section 5.)

ED125599 IR003686

Author(s) Danielson, R. L.; And Others
Title Final Report on the Automated Computer Science Education System.

Orig Inst Illinois Univ., Urbana. Dept. of Computer Science.
Pub Date Jun 76
Grant No. NSF-EC-41511; NSF-EPP-74-21590
Note 51p.; Period of project: January 1, 1974 to June 30, 1976
EDRS Price MF-$0.83 HC-$3.50 Plus Postage.

Descriptors
Annual Reports; *Computer Assisted Instruction; *Computer Science Education; Higher Education; Independent Study

Identifiers
*PLATO; Programmed Logic for Automatic Teaching Operations; *University of Illinois Urbana

Abstract
At the University of Illinois at Urbana, a computer based curriculum called Automated Computer Science Education System (ACSES) has been developed to supplement instruction in introductory computer science courses or to assist individuals interested in acquiring a foundation in computer science through independent study. The system, which uses PLATO terminals, is presently in routine use in several courses at the University of Illinois, and it has been used at Wright Community College in Chicago. Recent changes in programing and technical innovations have increased its instructional effectiveness. The first section of this report describes the goals and design of ACSES. Later sections provide yearly reviews of progress made for the duration of a grant from the National Science Foundation. (EMH)

Appendix D
Obtaining Non-standard Abstracts

The /ABSTRACT command must be used if you want to obtain abstracts in some other way than the standard form (described in Section 5). You will need to use the procedures described in this Appendix, for example, if you want abstracts printed on some special forms (if you don't want 8 1/2 x 11 forms), or if you want to print abstracts under different user numbers for billing purposes. The complete form of the /ABSTRACT command is

/ABSTRACT s/n/xx-yy/k-h

where s is the set number of the citations to be printed,

n is the maximum number of abstracts to be printed or the word ALL

xx-yy means print abstracts only for those citations that were published in the years xx through yy inclusive (use the last two digits of the years desired),

k-h means print abstracts only for citations in the range of citation numbers k through h inclusive, where k is the low number and h is the high number.

Any of the n, xx-yy, or k-h fields may be omitted. If the n field is omitted, exactly one (1) abstract will be printed. If the n field contains the word ALL, all the abstracts will be printed.

The /ABSTRACT command causes the citations in the specified set to be placed in a file. You may continue using the /ABSTRACT command to build up your file, and then sometime later abstracts will be printed according to the contents of your file. Some examples of valid /ABSTRACT commands, and their effects, are:

/ABSTRACT 6/100
(Put the most recent 100 citations in set 6 in my file.)

/ABSTRACT 10/ALL/75
(Put all citations in set 10, published in 1975 or after, in my file.)

/ABSTRACT 12/ALL//70000-95000
(Put all citations in set 12, whose numbers are in the range 70000 through 95000 inclusive, in my file.)

Remember that the /PRELIST command, described in section 4.3, may be used to determine how many abstracts would be printed with some combination of xx-yy and k-h fields.

Creating a Batch File

In order to use the /ABSTRACT command, and related procedures for obtaining abstracts in a non-standard form, you must create and manage your own abstract file(s). To create a file, enter the following sequence of statements:

```
@CAT,P    filename.
@SAVE,S   filename.
```

where filename is the name you want to call your file. The above statements must be entered outside of the SEARCH system, that is, anytime after you have entered a RUN statement (see Section 2.2), but prior to beginning the SEARCH of a database by entering the @NEW*WISE.SEARCH statement, or just after finishing a search by entering the /QUIT command.

After you have entered the above commands to create a file, that file will always be available for storing citations to obtain abstracts. You will be charged about $.20 per day for this file as long as it exists. If someday you want to get rid of the file, enter

```
@SAVE,D  filename
```

Any valid 1110 file name may be used. Users of the WISE system are encouraged to use a name consisting of 12 or less alphabetic characters, with an asterisk in the name if it will be used by more than one user. This should be a file that is not being used for any other purpose than to store citations for obtaining abstracts! This file will be referred to as a batch file.

Supplying the Batch File Name

Whenever you enter the /ABSTRACT command, the system will ask

```
WHAT IS THE NAME OF THE BATCH FILE?
```

to which you should respond by entering the name of your batch file.

Cover Page Information

After you provide the name of your batch file, the system will ask you for some information to be printed on the cover page of your abstracts. The system will ask you

```
WHAT IS THE TITLE OF THE SEARCH?
WHAT IS THE SEARCH ID?
ENTER YOUR NAME AND ADDRESS ON THE NEXT FIVE LINES.
```

You may respond to these questions with anything you like. This information is used only for printing a cover page, so that you can identify different sections of abstracts in your printout, or if you are doing this for someone else.

Getting Abstracts Printed

You may continue filing away citations into your batch file until you are ready to have them printed. That is, you may enter several /ABSTRACT commands (possibly over the course of several days), and then request that the whole file's abstracts be printed. In fact, this is good practice; the lowest cost per abstract may be obtained by printing several hundred abstracts at a time. The total maximum number of citations you may accumulate in a batch file is currently 1000 (one thousand) per database.

To have your abstracts printed, you must submit a run similar to the following:

```
@RUN    WISE,9999,9999,20M,2100
@ASG,AX  filename.
@ADD  NEW*WISE.ABSTRACT
@ADD  filename.
@FIN
```

where filename is the name of your batch file. The above statements should not be entered at a terminal. They should be submitted as a deck of cards, or as a started run. Other statements may be required in the run, for example, to request special forms.

Erasing the Batch File

After you receive your abstracts, you should erase your file by entering

```
@ERS  filename.
```

By erasing your file, you will not be charged for the space taken up by those citations which you no longer need. This statement must be entered outside of a SEARCH session. If you do not plan to use the file for several days, you should get rid of it by entering

```
@SAVE,D  filename.
```

and then re-creating the file several days later when you need it.

Example Sessions for Getting Abstracts

The following sessions illustrate the building up of citations in a batch file, and the scheduling of abstracts to be printed (by starting a run). User input is underlined, and comments are indicated to the right of the session.

```
@NEW*WISE.SEARCH  RIE          (The user performs some
                                searches in database RIE,
                                creating sets for desired
                                citations.)
        .
        .
        .
:/ABSTRACT 10/ALL              (The citations in set 10 are
                                to be filed away.)

WHAT IS THE NAME OF THE BATCH FILE?  ABSFILE.

INFORMATION TO BE PRINTED ON COVER OF ABSTRACTS:
WHAT IS THE TITLE OF THE SEARCH?
EVALUATION OF EARLY READING PROGRAMS

WHAT IS THE SEARCH ID?
SEARCH FOR ED. DEPT.

ENTER YOUR NAME AND ADDRESS ON THE NEXT FIVE LINES.
:PHIL ABSTRACT
:COMPUTER RETRIEVAL DEPT.
:MADISON, WI 53706
:                              (Two blank lines are entered)
:

IS THE ABOVE INFORMATION CORRECT?  Y
                               (If the user had not entered  Y
                               or  YES, a new cover page could
                               be specified.)
52 CITATIONS FILED.
TOTAL:  52 CITATIONS READY TO BE PRINTED.
        .
        .
        .

:/ABSTRACT 11/ALL
        .
        .
        .
:/ABSTRACT 20/100
        .
        .
        .
:/ABSTRACT 25/ALL
        .
        .
        .
```

```
@NEW*WISE.SEARCH  CIJE          (User now performs searches in
                                database CIJE.)

:/ABSTRACT 17/ALL
      .
      .
      .

78 CITATIONS FILED.
TOTAL:  425 CITATIONS READY TO BE PRINTED.

:/QUIT                          (User quits searching in order
                                to request printing of abstracts.)
END SEARCH

@START,C   MY*FILE.RUN          (MY*FILE.RUN contains a
                                runstream similar to the one
                                described on page 45.)

STARTED RUN IS: XC1234          (System informs user that the
                                run has been scheduled.)
```

Repeated Cover Page Information

When you do several /ABSTRACT commands, it may be that the cover page information doesn't change, or that you don't care if the same information is re-used. After the first time you enter cover page information in a search session, the system will ask you

DO YOU WANT TO SPECIFY A NEW TITLE, SEARCH ID, ETC.?

to which you may respond Y or YES, and specify new cover page information, or NO or N, in which case the cover page information you last specified will be used.

You may also use a double quote (") for any line of cover page information (TITLE, SEARCH ID, or any of the five address lines) and the system will use the corresponding information you entered the last time for that line.

Appendix E

AIM/ARM Availability

As of this writing, the AIM/ARM database is generally stored on tape and may be loaded in one of two ways, depending on your needs and priorities. Before loading the database, you should be sure that it isn't already available (as a result of someone else having loaded it). Enter

@NEW*WISE.SEARCH AIM

If the system responds with anything other than the normal SEARCH sign-on message (date, time, ACTION mode, etc.), it may mean that the database is not immediately available, and you will have to load it.

Making the Database Available for the Entire Day

If you plan to use the AIM/ARM database more than once today (i.e., in more than one RUN), follow these instructions:

1) Enter @START NEW*WISE.AIM/WHOLEDAY
The system will respond with a started RUN number, e.g., STARTED RUN IS: X056789

   Depending on the time of day and number of other jobs to be run, the database will be loaded sometime within the next hour or two. (E.g., it will generally be run right away if it is early morning or after 6 p.m.).

2) After starting the run, you may enter (periodically)
@SS X056789
(or whatever your particular RUN number was). If the system responds with "IN BACKLOG" the database hasn't been loaded. If the system responds with "RUNNING" it means the database is being loaded and will be available momentarily. Keep trying the @SS X0---- until you get

   FINISHED, SYMBIONT COUNT 1 or
FINISHED, OUTPUT COMPLETED

3) The database has been loaded at a cost of about $9.24; For the remainder of the day, you may access the database by entering @NEW*WISE.SEARCH AIM in any RUN.

   At the end of the day (at 4 a.m.) the database will 'disappear' again.

Immediate Availability for one Run Only

If you plan to use the AIM/ARM database only once today (i.e., in only one RUN), follow these instructions.

1) After entering your @RUN and your password, enter

   @ADD NEW*WISE.AIM/RIGHTAWAY

2) After a pause of about 10 minutes, and a bunch of intervening system messages, viz.,

```
READY
READY
FURPUR-MACC 3.01 ....
NEW*AIM-ARM(1) COPIED ...
   512 BLOCKS COPIED.
EOF ENCOUNTERED ...
```

   the system will print COPY COMPLETED.
   This means that the database has been loaded at a cost of
   $6.23 at daytime rates (M-F 8:00 a.m. - 5:00 p.m.)
   $4.93 at evening rates (M-F 5:00 p.m. - 11:00 p.m.
   Sat & Sun. until 5:00 p.m.)
   $2.47 at late-night rates (M-F 11:00 p.m. - 4:00 a.m.
   Sat & Sun 5:00 - 9:00 p.m.)

3) For the remainder of this RUN, you may conduct searches by entering @NEW*WISE.SEARCH AIM
   and proceeding as usual. At the end of your RUN (when you enter @FIN), the AIM/ARM database will 'disappear.' If, later in the day, you want to access the database again, you will have to repeat the above steps.

NOTE: If you are running at evening or late-night rates, it is probably best to use this method even if you plan to access the database two or three times!

All of the costs in this appendix are approximate. They may be 10% higher for off-campus users, and may change according to changes in MACC rates.

Appendix F

Tricks of the Trade

The WISE Conference

An on-line conference of WISE users exists to allow those users to exchange ideas, make suggestions, report system errors, or ask questions. To access this conference, enter

```
@ADD  CONF*CONF.WISE/FAST
```

This statement must be entered outside of a SEARCH session. The system will respond by asking for your name and whether you are a new (or existing) member of the conference. It will then display any messages you haven't already seen, and then display

```
L#1?
```

This is a request for the first line of a message you may wish to enter. If you don't want to enter a message, just enter @ and you will leave the conference system. If you want to enter a message (which will subsequently be seen by all members of the conference) enter the first line of your message. The system will prompt you for successive lines (up to nine lines per message, but you may enter any number of messages). When you have finished entering all lines of your message, be sure you enter just a plus (+) when prompted for another line. Here is an example:

```
@ADD  CONF*CONF.WISE/FAST
                .
                .
                .
L#1?  IS IT POSSIBLE TO TELL HOW MANY CITATIONS
L#2?  ALREADY EXIST IN MY PERSONAL FILE?
L#3?  ALSO, HAS ANYONE CREATED A PROFILE FOR
L#4?  FEDERALLY FUNDED DAY-CARE FACILITIES?
L#5?  +
```

To send a private message to another conference member, enter

```
+C name
```

where name is the name of that member. To obtain a list of all conference members, enter

```
+S
```

To obtain information about other conference capabilities, or help of a general nature, enter

```
+I
```

Data on WISE Usage

Summary data on WISE usage is frequently made available and announced through /NEWS or through the WISE conference. To obtain a summary of your usage of WISE (how many searches you did, how many abstracts you printed, costs, etc.) enter

```
@NEW*WISE.USAGE
```

8 1/2 x 11 Output from /LIST

If you want citation listings printed on 8 1/2 x 11 paper (don't confuse this with abstracts), you must

1) Select printer SPFMS as part of your listing options (see sections 4.1 and 4.4)

2) Submit a special forms request through the mailbox conference. To determine your run identifier, you may enter

```
@@WRU
```

To access the mailbox conference, enter

```
@ADD  CONF*CONF.MAILBOX/FAST
```

This procedure is illustrated in the following session:

```
:/OPTIONS Y/N/Y/SPFMS

:/LIST 10/ALL
    .
    .
    .
(Let's assume that up to this point
you have printed five sets.)

:/QUIT
END SEARCH

@@WRU
UOXXXX  Y12345          <---- (your run id)

@ADD CONF*CONF.MAILBOX/FAST
CONFERENCE SYSTEM  ...

L#1? +C MACCIO
ENTER A PRIVATE MESSAGE
L#1? PLEASE PRINT OUTPUT FROM Y12345 (your run id)
L#2? ON 8 1/2 X 11 PAPER.  THERE SHOULD BE
L#3? FIVE PARTS. (or however many parts you expect)
L#4?
L#5? PLEASE MAIL OUTPUT TO ...
          .
          .
          .
L#8? THANK YOU.
L#9? +
```

Getting Abstracts from Citation Numbers

If you want to put citation numbers into a file in order to obtain abstracts, enter

@NEW*WISE.SELECT

and answer the system's questions. When asked for the name of your batch file, use the name ABSTRACTFILE if you have a personal file (created automatically by /FILE). Otherwise, provide the name of a batch file (see Appendix D).

Lost Abstracts

If you use the /FILE command, and after you schedule your abstracts for printing you find out that due to a system error your scheduled run has been lost, but your personal file still contains valid citations, you may re-schedule the printing of the abstracts by entering

/REPRINT ABSTRACTS

If you want to do this without entering the Search system (which might incur a shared-file charge), enter

@NEW*WISE.REPRINT

SDI (Selective Dissemination of Information)

SDI is the process of regularly isolating and distributing information on specific topics. By using the /INFO, /SAVE, /GET, and /LIST or /FILE commands, you may generate new sets of citations each time a database is updated. The procedures for doing this are as follows:

1. Generate permanent profiles for the subject areas of interest (see section 6.2)

2. You may wish to put your file on tape if you don't plan to use it for some time.

3. When the database is updated, get your file containing permanent profiles back from tape.

4. Find out what the first new citation number is in the updated database. (This is usually one more than the highest citation number prior to updating, which you could have obtained from /INFO.)

5. Retrieve new sets with the /GET command. Remember that /GET will detect that the database has been updated, and will automatically compute new sets from the symbolic profiles.

6. Depending on the type of output you want, use /LIST or /FILE or /ABSTRACT, specifying the first new citation number as the k field.

You will receive as a result of these steps, exactly those citations which fit your profile(s) and have been added during the last database update.

Permanent Profile Management

The following capabilities require some understanding of the 1110 file system, and should be used with discretion. The storing and retrieving of permanent profiles is designed to serve most of the users most of the time. However, as you become more experienced, you may require some of the following information.

You may enter	In order to
@PRT,FL file.	find out the cost of your file.
@DELETE,S file.name/SYMBOL	delete a symbolic profile.
@DELETE,S file.name/CITNUMdb	delete a computed profile.
@ERS file.	erase the file (but keep it around for future profiles).
@PACK file.	compact your file after profiles have been updated.

where file is the name of your file, name is the name of the profile, and db is the database name.

If you store profiles in a file created by the WISE Search program, that file will be catalogued with a V-option to inhibit roll-out, will be permanently saved, and auto-packed. A maximum of 300 tracks is declared when the file is created. These conditions are recommended for any file that will be used to store profiles (viz., one that you create yourself).

Cost-saving Measures

There are several ways to save costs when using the WISE system. Your ability to make use of the following suggestions depends on how frequently you use WISE, how long you are willing to wait to receive output, and how knowledgeable you are about the 1110 operating system. Some of the methods will save you a considerable amount of money; others will save seemingly little, but may be significant over the course of a year.

1. Try to perform as many searches as possible within a single run. For each run that you access the RIE database, you incur a $1.00 shared-file charge ($1.10 for off-campus users); the same is true of CIJE. If you access both databases in three separate runs, your charges might be, for example,

First RUN:	$8.00	processing charges
	$2.00	shared-file charges
Second RUN:	$8.00	processing charges
	$2.00	shared-file charges
Third RUN:	$8.00	processing charges
	$2.00	shared-file charges
Total:	$30.00	

The same searches, if performed in a single run, would have cost

	$8.00	processing charges (first search)
	$8.00	processing charges (second search)
	$8.00	processing charges (third search)
	$2.00	shared-file charge for entire run
Total:	$26.00	

2. When you schedule the printing of abstracts (with the /FILE or /ABSTRACT and @START commands), schedule them at the lowest priority - convenience. This is especially true if you are getting 8 1/2 x 11 output. Even if you schedule 8 1/2 x 11 abstracts to be printed at Normal priority, they won't be printed until after midnight. Except for the busiest times of the year (at the end of each semester) convenience jobs are run overnight or within two days. This situation may change, but you should try to familiarize yourself with general turnaround patterns. Remember that the approximate costs for printing abstracts (for several hundred) are:

Normal:	$.10 to $.11 per abstract
Deferred	$.06 to $.07 per abstract
Convenience	$.03 to $.04 per abstract

For small numbers of abstracts, the differences are even greater!

3. Use permanent (computed) profiles whenever possible. Find out what profiles other users have available, so that you may share them. Here are some comparative costs of generating sets using Boolean expressions vs. computed profiles (daytime rates):

Name	Sample Expression
ELEMENTARY	ELEMENTARY EDUCATION+ELEMENTARYSCHOOL CURRICULUM+; ELEMENTARY SCHOOL TEACHERS+GRADE 1+GRADE 2+; GRADE 3+GRADE 4+GRADE 5+GRADE 6+ELEMENTARY; GRADES+ELEMENTARY SCHOOL STUDENTS+ELEMENTARY SCHOOLS
VOCATIONAL	VOCATIONAL EDUCATION+ADULT VOCATIONAL EDUCATION+; TECHNICAL EDUCATION+SKILLED OCCUPATIONS+; SKILLED WORKERS+VOCATIONAL TRANINING CENTERS+ VOCATIONAL SCHOOLS+TECHNICAL INSTITUTES+; TECHNICAL OCCUPATIONS
COUNSELING	COUNSELING+COUNSELING SERVICES+COUNSELING PROGRAMS+; GUIDANCE+GUIDANCE SERVICES+GUIDANCE PROGRAMS+; GUIDANCE PERSONNEL+PUPIL PERSONNEL WORKERS
CURRICULUM	COURSE CONTENT+COURSE ORGANIZATION+CURRICULUM+; CURRICULUM DESIGN+CURRICULUM RESEARCH+; COURSE DESCRIPTIONS+CURRICULUM DEVELOPMENT+; CURRICULUM PLANNING

	(in RIE)		(in CIJE)	
Name (see above)	Enter Expression	/GET profile	Enter Expression	/GET profile
ELEMENTARY	$1.47	$.36	$.99	$.33
VOCATIONAL	.97	.25	.41	.16
COUNSELING	.31	.14	.30	.18
CURRICULUM	.82	.37	.70	.31

4. Learn how to create and start batch runs using the EDIT processor and the @START command. This can save you a considerable amount of money in updating profiles when a database has been updated. It can also enable you to perform batch searches, if you are careful in constructing your batch runs.

   To begin learning how to use EDIT, you may enter

   @TEACH*ME.HOW-TO-EDIT

   You should also obtain an EDIT manual from MACC.

Appendix G

Database Information

RIE

In the RIE database, the following fields may be searched. That is, you may use as a keyword any of the following:

identifiers
descriptors
author's last name
author's full name
clearinghouse accession code
originating institution code

The special function MAJOR may be used to retrieve citations where the specified identifier or descriptor is marked as a major term.

The following ADDITIONAL INFORMATION may be listed for citations in RIE:

accession number (ED number)
author(s)
title
date of publication
originating institution
clearinghouse accession code
// if document not available from EDRS

CIJE

In the CIJE database, the following fields may be searched. That is, you may use as a keyword any of the following:

identifiers
descriptors
author's last name
author's full name
clearinghouse accession code

The special function MAJOR may be used to retrieve citations where the specified identifier or descriptor has been marked as a major term.

The special function JOUR may be used ro retrieve citations from the specified journal name, e.g.,

JOUR=EDUCATIONAL TECHNOLOGY

The following ADDITIONAL INFORMATION may be listed for citations in CIJE:

accession number (EJ number)
author(s)
title
journal citation, including
    journal name
    volume number
    issue number
    pages
    publication date
clearinghouse accession code

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